

**MARION COUNTY LIBRARY BOARD**

**ANNUAL FINANCIAL REPORT**

**YEAR ENDED JUNE 30, 2016**

**JOHNSON, MURPHEY & WRIGHT, P.C.**  
**CERTIFIED PUBLIC ACCOUNTANTS**  
**CHATTANOOGA, TENNESSEE**

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**MARION COUNTY LIBRARY BOARD**  
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**June 30, 2016**

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**MARION COUNTY LIBRARY BOARD**  
**Trustees/Officers**  
**June 30, 2016**

Chairman ..... Jerry Don Moss  
Secretary ..... Lona Parker  
Treasurer ..... Nicole Nelson  
Trustee ..... Charlie McEntyre  
Trustee ..... Linda Hooper  
Trustee ..... Pat Price  
Trustee ..... Tommye Stanfill  
Trustee ..... Renee Looney

## **II. FINANCIAL SECTION**



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## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Marion County Library Board

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and the major fund information of the Marion County Library Board, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Board's basic financial statements, as listed in the Table of Contents.

### Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

### Auditor's Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## **Opinions**

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and the major fund of the Marion County Library Board, as of June 30, 2016, and, the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## **Other Matters**

### **Required Supplementary Information**

Management has omitted a Management's Discussion and Analysis that accounting principles generally accepted in the United States of America require to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

### **Supplementary Information**

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Marion County Library Board's basic financial statements. The Introductory Section is presented for purposes of additional analysis and is not a required part of the basic financial statements.

The Introductory Section has not been subjected to the auditing procedures applied in the audit of the basic financial statements, and accordingly, we do not express an opinion or provide any assurance on it.

## **Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated February 1, 2017, on our consideration of the Marion County Library Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Marion County Library Board's internal control over financial reporting and compliance.

*Johnson, Murphey & Wright, P.C.*

Chattanooga, Tennessee  
February 1, 2017

## **BASIC FINANCIAL STATEMENTS**



**MARION COUNTY LIBRARY BOARD**  
**Statement of Net Position**  
**June 30, 2016**

	<b><u>Governmental Activities</u></b>
<b>ASSETS</b>	
Current assets	
Cash	\$ 63,408
Prepaid	<u>187</u>
Total current assets	<u>63,595</u>
Non-current assets	
Capital assets	
Library collections and books, net	<u>746,461</u>
<b>TOTAL ASSETS</b>	<b><u>\$ 810,056</u></b>
 <b>NET POSITION</b>	
Investment in capital assets	\$ 746,461
Unrestricted	<u>63,595</u>
<b>TOTAL NET POSITION</b>	<b><u>\$ 810,056</u></b>

The accompanying notes are an integral part of the financial statements.

**MARION COUNTY LIBRARY BOARD**  
**Statement of Activities**  
**Year Ended June 30, 2016**

		<u>Program Revenues</u>		<u>Net (Expense)</u> <u>Revenue and</u> <u>Changes in Net</u> <u>Position</u>
	<u>Expenses</u>	<u>Charges for</u> <u>Services</u> <u>and Fines</u>	<u>Operating</u> <u>Grants and</u> <u>Contributions</u>	<u>Governmental</u> <u>Activities</u>
<b>GOVERNMENTAL ACTIVITIES</b>				
Program services	\$ 128,107	\$ 17,609	\$ -	\$ (110,498)
Support services	13,564	-	150,524	136,960
Total governmental activities	<u>\$ 141,671</u>	<u>\$ 17,609</u>	<u>\$ 150,524</u>	<u>26,462</u>
<b>GENERAL REVENUES</b>				
Interest revenue				43
Miscellaneous				1,900
Grants and contributions - unrestricted				<u>15,101</u>
Total general revenues				<u>17,044</u>
Change in net position				43,506
Net position - beginning				<u>766,550</u>
Net position - end				<u>\$ 810,056</u>

The accompanying notes are an integral part of the financial statements.

**MARION COUNTY LIBRARY BOARD**  
**Governmental Funds**  
**Balance Sheet**  
**June 30, 2016**

	<b>General Fund</b>
<b>ASSETS</b>	
Cash	\$ 63,408
Prepaid	<u>187</u>
<b>TOTAL ASSETS</b>	<u><u>\$ 63,595</u></u>
 <b>FUND BALANCES</b>	
Nonspendable	\$ 187
Unassigned	<u>63,408</u>
<b>TOTAL FUND BALANCES</b>	<u><u>\$ 63,595</u></u>

The accompanying notes are an integral part of the financial statements.

**MARION COUNTY LIBRARY BOARD**  
**Reconciliation of Fund Balance to the Statement of Net Position**  
**June 30, 2016**

Total fund balance per governmental funds Balance Sheet	\$ 63,595
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	<u>746,461</u>
Net position of governmental activities	<u>\$ 810,056</u>

The accompanying notes are an integral part of the financial statements.

**MARION COUNTY LIBRARY BOARD**  
**Governmental Funds**  
**Statement of Revenues, Expenditures and Changes in Fund Balances**  
**June 30, 2016**

	<u>General Fund</u>
<b>REVENUES</b>	
Local governmental appropriations	\$ 150,524
Grants and contributions	15,101
Fines and fees	13,722
Book sales	3,887
Interest income	43
Miscellaneous	<u>1,900</u>
Total revenue	<u>185,177</u>
<b>EXPENDITURES</b>	
Program services	158,123
Support services	<u>13,564</u>
Total expenditures	<u>171,687</u>
Excess (deficiency) of revenues over (under) expenditures	13,490
<b>FUND BALANCES - beginning</b>	<u>50,105</u>
<b>FUND BALANCES - end</b>	<u>\$ 63,595</u>

The accompanying notes are an integral part of the financial statements.

**MARION COUNTY LIBRARY BOARD**  
**Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balances of**  
**Governmental Funds to the Statement of Activities**  
**June 30, 2016**

Net change in fund balances for total governmental funds	\$ 13,490
Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlay exceeded depreciation in the current period.	<u>30,016</u>
Change in net position of governmental activities	<u>\$ 43,506</u>

The accompanying notes are an integral part of the financial statements.

**MARION COUNTY LIBRARY BOARD**  
**Notes to Financial Statements**  
**June 30, 2016**

**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The financial statements of the Marion County Library Board have been prepared in conformity with Generally Accepted Accounting Principles (GAAP) as applied to governmental units. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles.

The following is a summary of the more significant accounting policies:

**A. Reporting Entity**

Marion County Library Board is a non-profit entity which operates under provisions of the laws of Tennessee. The Entity is governed by a chairman and board members who jointly oversee the general administrative responsibilities. Because it is primarily funded by allocations from local governments and provides services to the public, it is classified as a "special purpose" government.

The City of South Pittsburg, City of Whitwell and Town of Jasper participate in the joint operation of the Marion County Library Board. The Marion County Library Board consists of nine members. The Marion County Library Board, however, does not qualify as a component unit of the City of South Pittsburg, City of Whitwell or Town of Jasper and has no component units based on the criteria of GASB Statement No. 14 as amended by GASB Statement No. 39.

**B. Basic Financial Statements**

The basic financial statements include both government-wide (based on the Entity as a whole) and fund financial statements. Both the government-wide and fund financial statements categorize activities as either governmental activities or business-type activities.

**Government-wide Statements** - The Entity's government-wide financial statements include a Statement of Net Position and a Statement of Activities. These statements present summaries of Governmental Activities for the Entity applicable to governmental units which are generally accepted in the United States of America.

The Statement of Net Position and the Statement of Activities display information about the primary government. These statements include the financial activities of the overall government. Eliminations have been made to minimize the double-counting of internal activities. The Statement of Activities presents a comparison between direct expenses and program revenues for each function of the Entity's governmental activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. Program revenues include (a) fees, fines and charges paid by the recipients of goods or services offered by the programs and (b) grants and contributions that are restricted to meeting the operational requirements of a particular program. The net cost (by function) is normally covered by general revenue (unrestricted grants and contributions, interest income, etc.).

This government-wide focus is designed to view the Marion County Library Board as a complete entity and the change in aggregate financial position resulting from the activities of the fiscal period

**Fund Financial Statements** - The fund financial statements provide information about the Entity's funds. Separate statements for each fund category are presented. The emphasis of fund financial statements is on the major governmental fund.

## **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **B. Basic Financial Statements (Continued)**

The Entity reports the following major governmental fund:

**General Fund** - This is the Entity's primary operating fund. It accounts for all financial resources of the Entity, except those required to be accounted for in another fund.

### **C. Measurement Focus - Basis of Accounting**

The government-wide financial statements are presented in an economic resources measurement focus and the accrual basis of accounting. Accordingly, all of the Entity's assets, deferred outflows, liabilities, and deferred inflows, including capital assets, are included in the accompanying Statement of Net Position. The Statement of Activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred. The types of transactions reported as program revenues are reported in two categories 1) charges for services; and 2) operating grants and contributions.

#### **Government Fund Financial Statements**

Government fund financial statements include a Balance Sheet and a Statement of Revenues, Expenditures and Changes in Fund Balances for all major governmental funds and non-major funds aggregated. The Entity has presented all major funds that met those qualifications.

All governmental funds are accounted for on a spending or current financial resources measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the Balance Sheet. The Statement of Revenues, Expenditures and Changes in Fund Balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to financial expenditures of the current period. According, revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the Entity considers revenues to be available if they are collected within sixty days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures as well as expenditures related to compensated absences claims and judgments are recorded when payment is due.

Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the governmental activities column in the government-wide financial statements, a reconciliation is presented on the page following each statement which briefly explains the adjustments necessary to transform the fund-based financial statements into the governmental activities column of the government-wide presentation.

As a general rule, the effect of interfund activity has been eliminated from the government-wide financial statements.

### **D. Budgets and Budgetary Accounting**

Budgets are adopted on a basis consistent with generally accepted accounting principles but are not required to be included in this presentation. Annual appropriated budgets are adopted for the general and special revenue funds. All annual appropriations lapse at fiscal year-end. Budgeted amounts are as originally adopted, or as amended by the Board prior to June 30, 2016.

### **E. Cash and Cash Equivalents**

For financial statement purposes, the Entity considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.



## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### **F. Investments**

Investments are reported at fair value, which is based on quoted market prices. At year-end, the Entity did not have any investments.

### **G. Prepayment of Expenditures**

Expenses extending over more than one accounting period are allocated between accounting periods and reported as an expense of the period in which they relate.

### **H. Inventories**

Supplies and materials are recorded as expenditures at the time items are purchased and are not inventoried at year-end due to lack of materiality.

### **I. Restricted Assets**

Certain resources can be classified as restricted assets on the Statement of Net Position because their use is limited. At year-end, there were no restricted assets to be reported.

### **J. Collections and Books**

The Entity's collections and books are capitalized and depreciated under group methods for lives ranging from 10 to 40 years.

### **K. Contributed Facilities and Services**

The Entity occupies, without charge, premises owned by Marion County. The estimated fair rental value of the premises is not included in the accompanying statements.

A number of unpaid volunteers have made significant contributions of their time to develop the Entity's programs. The value of this contributed time is not reflected in these statements as no reliable basis exists for determining an appropriate amount.

### **L. Deferred Outflows/Inflows of Resources**

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to a future period(s) and so will *not* be recognized as an outflow of resources (expense/expenditure) until then. Currently, the Entity has no items that qualify for reporting as a deferred outflow of resources.

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to a future period(s) and so will *not* be recognized as an inflow of resources (revenue) until that time. Currently, the Entity has no items that qualify for reporting as a deferred inflow of resources.

### **M. Compensated Absences**

Any unused vacation or sick leave expires at year-end, therefore, there is no accrual of a liability for future benefits.

### **N. Long-term Obligations**

In the government-wide financial statements, long-term debt and other long-term obligations are reported as liabilities on the Statement of Net Position.

## NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

### O. Pensions

The Marion County Library Board's employees were previously included in the Marion County Courthouse Employees' Tennessee Consolidated Retirement System (TCRS) pension plan. On October 6, 2015, the Marion County Library Board received a letter from TCRS stating that it must have its own TCRS plan and could no longer be combined with the Marion County Courthouse Employees' plan. TCRS asked the Library to stop making contributions until this issue is settled. The Library has been withholding and matching contributions since October 1, 2015. These checks are still listed as outstanding due to the fact that TCRS will not let the Library contribute the money until separated from the Marion County Courthouse Employees' Plan. Pension expense for the year ending June 30, 2016 amounted to \$5,837.

### P. Net Position

Net position is the residual of all elements presented in the Statement of Financial Position (i.e., assets + deferred outflows - liabilities - deferred inflows). Net investment in capital assets represent capital assets reduced by accumulated depreciation and by any outstanding debt related to the acquisition, construction or improvement of those assets. Restricted net position represents restricted assets reduced by any related outstanding debt.

### Q. Fund Balance

Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions* established standards for fund balance classifications for state and local governments and requires that resources be classified for accounting reporting purposes into the following fund balances:

Nonspendable: The Entity cannot spend these amounts due to form.

Restricted: The State or other sources can restrict funds to specific purposes by externally imposing restrictions or imposing by law through constitutional provisions or enabling legislation.

Committed: The Board of Trustees has the authority to commit funds for a specific purpose. Any funds set aside as committed fund balance requires, at a minimum, the passage of a resolution by a simple majority vote. An ordinance may also be used.

Assigned: The Board of Trustees has the authority to set aside funds for the intended use of a specific purpose. Any funds set aside as assigned fund balance requires a simple majority vote and must be recorded in the minutes.

Unassigned: Amounts not classified as nonspendable, restricted, committed, or assigned.

When both restricted and unrestricted funds are available for expenditure, restricted funds should be spent first unless legal requirements disallow it.

When restricted, committed, assigned and unassigned funds are available for use, restricted funds should be spent first, committed funds second, assigned funds third and unassigned funds last.

### R. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

## **NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**

### **S. Uncertain Tax Position**

The Entity accounts for the effect of any uncertain tax positions based on a more likely than not threshold to the recognition of the tax positions being sustained based on the technical merits of the position under examination by the applicable taxing authority. If a tax position or positions are deemed to result in uncertainties of those positions, the unrecognized tax benefits are estimated based on the cumulative probability assessment that aggregates the estimated tax liability for all uncertain tax positions. Tax positions for the Entity include, but are not limited to, the tax-exempt status and determination of whether income is subject to unrelated business income tax. Based on its evaluation, the Entity has concluded that there are no significant uncertain tax positions requiring recognition in its financial statements. The Entity's evaluation was performed for tax years ended June 30, 2013 through June 30, 2016, for Federal income tax, the years that remain subject to examination by major jurisdictions as of June 30, 2016.

### **T. Non-Profit Entity**

The Entity is a not-for-profit corporation as described in Section 501(c)(3) of the Internal Revenue Code and is exempt from Federal income taxes on related income pursuant to Section 501 of the Code.

### **U. Events Occurring after Reporting Date**

The Entity has evaluated events and transactions that occurred between June 30, 2016, and February 1, 2017, which is the date that the financial statements were available to be issued, for possible recognition or disclosure in the financial statements.

## **NOTE 2 - DEPOSITS**

### **Deposits**

Custodial credit risk is the risk that in the event of a bank failure the Entity's deposits may not be returned to it. The Entity does not have a deposit or investment policy for custodial credit risk, however, the State of Tennessee requires its governmental entities to either meet the deposit and collateralization regulations under TCA Title 9, Chapter 4, Parts 1 and 4, or as provided in the collateral pool. As of June 30, 2016, the carrying amount of the Entity's deposits was \$63,408 and the bank balance was \$77,714. None of the Entity's bank balance was exposed to custodial credit risk as uninsured or uncollateralized due to the fact that all of its deposits are fully collateralized.

### NOTE 3 - CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2016, was as follows:

	<u>Beginning Balance</u>	<u>Increase</u>	<u>Decrease</u>	<u>Ending Balance</u>
<b>Government activities:</b>				
Capital assets being depreciated:				
Library collections and books	\$1,147,706	\$ 74,028	\$ ( 60,635)	\$ 1,161,099
Less accumulated depreciation for:				
Library collections and books	<u>431,261</u>	<u>44,012</u>	<u>( 60,635)</u>	<u>414,638</u>
Total capital assets being depreciated - net	<u>716,445</u>	<u>30,016</u>	<u>-</u>	<u>746,461</u>
Governmental activities capital assets - net	<u>\$ 716,445</u>	<u>\$ 30,016</u>	<u>\$ -</u>	<u>\$ 746,461</u>

Depreciation expense charged to programs is as follows:

Program services	<u>\$ 44,012</u>
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### NOTE 4 - FUND BALANCES

Fund balances are as follows:

Nonspendable: \$187 is nonspendable due to its prepaid form.

Unassigned: In accordance with generally accepted accounting principles, the General Fund is the only fund at the Board that reports amounts for unassigned fund balance. This classification represents fund balance that is not nonspendable and has not been committed to specific purposes within the General Fund.

### NOTE 5 - RECONCILIATION OF GOVERNMENT-WIDE AND FUND FINANCIAL STATEMENTS

Explanation of certain differences between the governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances and the government-wide Statement of Activities:

The governmental fund Statement of Revenues, Expenditures and Changes in Fund Balances includes a reconciliation between net changes in fund balances for total governmental funds and changes in net position of governmental activities as reported in the government-wide Statement of Activities. One element of that reconciliation explains that, "Governmental funds report capital outlay as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense." The details of this \$30,016 difference are as follows:

Capital outlay	\$ 74,028
Depreciation expense	<u>( 44,012)</u>
Net adjustment	<u>\$ 30,016</u>

#### **NOTE 6 - RISK MANAGEMENT**

The Entity is exposed to various risks of loss to torts: theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Entity carries commercial insurance. For insured programs, there have been no significant reductions in insurance coverage for the current year or the three prior years.

#### **NOTE 7 - CONCENTRATIONS**

The Entity is highly dependent on government funding that could be discontinued at any time. The Entity believes that it is highly unlikely that funding would be discontinued because of the nature of the services provided.

#### **NOTE 8 - CONTINGENT LIABILITY**

The Marion County Library Board's employees were previously included in the Marion County Courthouse Employees' Tennessee Consolidated Retirement System (TCRS) pension plan. On October 6, 2015, the Marion County Library Board received a letter from TCRS stating that it must have its own TCRS plan and could no longer be combined with the Marion County Courthouse Employees' Plan. TCRS asked the Library to stop making contributions until this issue is settled. The Library has been withholding and matching contributions since October 1, 2015. These checks are still listed as outstanding due to the fact that TCRS will not let the Library contribute the money until separated from the Marion County Courthouse Employees' plan. Pension contributions outstanding at year-end, totaled \$5,837.

### **III. INTERNAL CONTROL AND COMPLIANCE SECTION**



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**INDEPENDENT AUDITOR'S REPORT  
ON INTERNAL CONTROL OVER FINANCIAL REPORTING  
AND ON COMPLIANCE AND OTHER MATTERS BASED  
ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED  
IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees  
Marion County Library Board

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities and the major fund of the Marion County Library Board as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Marion County Library Board's basic financial statements and have issued our report thereon dated February 1, 2017.

**Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered the Marion County Library Board's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Marion County Library Board's internal control. Accordingly, we do not express an opinion on the effectiveness of the Marion County Library Board's internal control.

*A deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. We did identify a certain deficiency in internal control, described in the accompanying Schedule of Findings and Responses as 2016-001, which we consider to be a significant deficiency.

### **Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the Marion County Library Board's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

### **Marion County Library Board's Response to Findings**

The Marion County Library Board's responses to the findings identified in our audit are described in the accompanying Schedule of Findings and Responses. The Marion County Library Board's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

### **Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Johnson, Murphey & Wright, P.C.*

Chattanooga, Tennessee  
February 1, 2017



**MARION COUNTY LIBRARY BOARD**  
**Schedule of Findings and Responses**  
**June 30, 2016**

**SUMMARY OF AUDIT RESULTS**

**Opinion:**

Unqualified opinion issued on the financial statements in accordance with auditing standards generally accepted in the United States of America and *Government Auditing Standards* issued by the Comptroller General of the United States.

**Internal Control Deficiencies:**

During the audit of the financial statements, one significant deficiency in internal controls was disclosed.

**Material Noncompliance:**

None disclosed.

**FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS**

**INTERNAL CONTROL:**

**Finding 2016-001 - Approvals and documentation (Repeat 2015-001)**

**Criteria:**

Government Auditing Standards Chapter A.06(h) states that "inadequate controls for the safeguarding of assets" is a control deficiency.

**Condition:**

1. Bank statements are not reconciled each month for all locations.
2. Bank statements are not given to the Treasurer each month.
3. Not all locations keep a ledger of checks written and deposits made.
4. Deposits are not always made on a timely basis.
5. Some checks were written out of sequence.

**Cause:**

1. A policy is not in place to ensure bank statements for all locations are reconciled each month.
2. A policy is not in place to ensure bank statements for all locations are given to the Treasurer each month.
3. Complete financial records are not being kept at all locations.
4. Deposits are being held for several months at one location.
5. Some checks were skipped, making them out of sequence.

**MARION COUNTY LIBRARY BOARD**  
**Schedule of Findings and Responses**  
**June 30, 2016**

**FINDINGS RELATING TO THE FINANCIAL STATEMENTS WHICH ARE REQUIRED TO BE REPORTED IN ACCORDANCE WITH GENERALLY ACCEPTED GOVERNMENT AUDITING STANDARDS** (Continued)

**INTERNAL CONTROL:** (Continued)

**Finding 2016-001 - Approvals and documentation** (Repeat 2015-001) (Continued)

**Effect:**

1. If bank statements are not reconciled, unauthorized expenses could be charged to the Board.
2. If bank statements are not given to the Treasurer each month, each location's income and expense items cannot be reviewed.
3. If complete financial records are not kept, the locations' financial state is unknown.
4. If deposits are not made within three days, the Board is in violation of the Tennessee Comptroller's office requirements.
5. Checks should be written in proper sequence for better recordkeeping.

**Management's Response:**

We concur. We are implementing new procedures to correct these issues in the future.

**MARION COUNTY LIBRARY BOARD**  
**Schedule of Prior Audit Findings**  
**June 30, 2016**

**INTERNAL CONTROL:**

**Finding 2015-001 - Approvals and Documentation**

Still in effect.

**COMPLIANCE:**

None.